



DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
8725 JOHN J. KINGMAN ROAD, SUITE 4235
FORT BELVOIR, VA 22060-6221



IN REPLY
REFER TO

DSPO

APR 18 2001

MEMORANDUM FOR DEPARTMENTAL STANDARDIZATION OFFICES

SUBJECT: Policy Memo 01-1, Valid Preparing Activity Codes on Data Item Descriptions

The ASSIST database is the only "official" source for DIDs. ASSIST identifies and links to SD-1 point of contact information for preparing activities for all standardization documents. Currently, there is no such link for DIDs because many DIDs do not reflect a valid SD-1 code.

For consistency, the following is effective immediately for all **new and revised** DIDs:

- The Office of Primary Responsibility section on the DID open form template shall be changed to read "Preparing Activity"
- A recognized SD-1 code shall be used in this portion of the DID. If a DID is being developed by someone not in an SD-1 coded activity, the code of the respective DID approval authority (shown on the attachment) must be used. Any DIDs still showing a Component/Organization code after July 1, 2001, will be rejected by the DoD Single Stock Point.

The attached entries will be added to the SD-1 to identify the DID approval authorities by name within each Service/Agency. DID approval authorities shown on the attachment must verify that this information is accurate and complete, and submit any changes to this office by May 31, 2001.

Similarly, any requests to have other DID focal point information included within a current SD-1 coded office, or any requests for new entries to the SD-1, must be submitted to this office in the same format shown on the attachment by May 31, 2001.

DIDs already in the system that do not show a valid SD-1 code will be defaulted to the code of the respective DID approval authority for consistency and will be able to be changed on a by-request basis to another valid SD-1 coded office.

If you have any questions, please contact Karen Bond at (703) 767-6871 or via e-mail at **karen_bond@hq.dla.mil**.



GREGORY E. SAUNDERS
DIRECTOR

Attachment

cc: DoDSSP (Rick Rodemer)

DID APPROVAL AUTHORITY SD-1 ENTRIES

STANDARDIZATION CODE/SD-1 Entry

Army

Code AM

(an entry will be added to SD-1 under Code AM as follows):

4. Commander

**U.S. Army Materiel Command
ATTN: AMCRDA-TE
5001 Eisenhower Avenue
Alexandria, VA 22333-0001**

**NOTES: For all matters concerning Data Item
Descriptions.**

**POC: James Knowles
DSN: 767-5100
PHONE: (730) 617-5100
FAX: (703) 617-8256
E-Mail: jknowles@hqamc.army.mil**

Navy

Code SA

(an entry will be added to SD-1 under Code SA as follows):

10. Commander

**Naval Inventory Control Point
Code: 0711.07, Mr. Herman G. Gaines, Jr. (Gary)
700 Robbins Avenue
Philadelphia, PA 19111**

**NOTES: For all matters concerning Data Item
Descriptions**

**POC: Gary Gaines, Jr.
DSN: 442-3231
PHONE: (215) 697-3231
FAX: (215) 697-3693
E-Mail: herman_gaines@icpphil.navy.mil**

DID APPROVAL AUTHORITY SD-1 ENTRIES

STANDARDIZATION CODE/SD-1 Entry

Air Force

Code 10

(The Air Force has already added a DID POC to their SD-1 entry)

DLA

Code DH

(an entry will be added to SD-1 under Code DH as follows):

5. Defense Logistics Agency

Attn: J33

8725 John J. Kingman Rd., Suite 4240

Fort Belvoir, VA 22060-6221

NOTES: For all matters concerning Data Item Descriptions

POC: Brenda Scruggs

DSN: 427-2625

PHONE: (703) 767-2625

FAX: (703) 767-2628

E-Mail: Brenda_Scruggs@hq.dla.mil

DID APPROVAL AUTHORITY SD-1 ENTRIES

STANDARDIZATION CODE/SD-1 Entry

DISA

Code DC6

(an entry will be added to SD-1 under Code DC as follows):

**Defense Information Systems Agency
CIO/IRM Division
3701 Fairfax Drive
Arlington, VA 22203-1713**

**NOTES: For all matters concerning Data Item
Descriptions.**

**POC: Margaret Walther
DSN: 426-1891
PHONE: (703) 696-1891
FAX: (703) 696-1908
E-Mail: waltherm@ncr.disa.mil**

NIMA

Code MP

(an entry will be added to SD-1 under Code MP as follows):

**2. National Imagery and Mapping Agency
Attn: PCN, Mail Stop PO-1
12310 Sunrise Valley Drive
Reston, VA 20191-3449**

**NOTES: For all matters concerning Data Item
Descriptions**

**POC: Eleanor Mueller
DSN: 284-5569
PHONE: (703) 755-5569
FAX: (703) 755-5450
E-Mail: muellere@nima.mil**

DID APPROVAL AUTHORITY SD-1 ENTRIES

STANDARDIZATION CODE/SD-1 Entry

NSA

Code NS

(an entry will be added to SD-1 under Code NS as follows):

- 2. National Security Agency/Central Security Service
Acquisition Logistics Support Services
9800 Savage Road, Suite 6129
Fort George G. Meade, MD 20755-6129**

**NOTES: For all matters concerning Data Item
Descriptions.**

**POC: Mary Listman
DSN: 644-1273
PHONE: (301) 688-1273
FAX: (301) 688-1233
E-Mail: mflistm@nsa.gov**

Defense Intelligence Agency

Code DIA

(an entry will be added to SD-1 under Code DI as follows):

**Defense Intelligence Agency
Standardization Code: DIA**

- 4. Defense Intelligence Agency
Virginia Contracting Authority
DAP-1, Attn: Ms. Alma Streicher
Bolling AFB
Washington, DC 20050-6563**

**NOTES: For all matters concerning Data Item
Descriptions**

**POC: Alma Streicher
DSN: 428-2740
PHONE: (202) 231-2740
FAX: (202) 231-2831
E-Mail: n/a**

DID APPROVAL AUTHORITY SD-1 ENTRIES

Defense Threat Reduction Agency

Code DS

(an entry will be added to SD-1 under Code DS as follows):

5. Defense Threat Reduction Agency

ATTN: AMM (T. Czerniak)

6801 Telegraph Road

Alexandria, VA 22310-3398

**NOTES: For all matters concerning Data Item
Descriptions**

POC: Theresa M. (Terry) Czerniak

DSN: 221-6626

PHONE: (703) 325-6626

FAX: (703) 325-2955

E-Mail: terry.czerniak@dtra.mil